



## Position Description

---

**Position Title:** Senior Utilities Inspector

**Department:** Public Works

Non-exempt

**Reports to:** Field Utility Supervisor

**Date:** 4/3/2023

### GENERAL DESCRIPTION OF DUTIES:

Performs water and sewer inspections as described within the City of Salida, working with both contractors and City Employees. Inspects and manages all right-of-way cut permits, oversees condition assessment inspection for water and sewer infrastructure, oversees utility locate program by locating utilities and coordinating work through 811, provides oversight of backflow inspections. Periodically will perform a wide variety of manual labor and semi-skilled work related to the construction, maintenance and repair of the City infrastructure and general public works as assigned based on workload by the Field Utility Supervisor. Works with the Director and other staff to keep utility documents and specifications current and up to date.

### ORGANIZATIONAL RELATIONSHIPS:

Provides support to the Field Utilities Supervisor, Public Works Director, and fellow members of the department. Works closely with the Capital Project Inspector and ability to serve in their absence. Works closely with community development, finance, and other city departments as well as contractors and developers. Ability to serve the City as the Operator of Responsible Charge for the Water Distribution and Wastewater Collection Systems in the absence of the Field Utility Supervisor.

### ESSENTIAL DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making comprehensive decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Serves as Senior Utility Inspector and a Master operator, plumber, craftsman, or laborer.
- Oversees utility permits interacting with both Contractors and fellow employees and ensuring conformation with city standards for construction.
- Works with Director and Field Utility Manager to plan and coordination condition assessment inspection, data processing, and capital project planning for collection/distribution infrastructure.
- Oversees department excavation and construction permit program
- Oversees water and sewer utility locate program
- Oversees collection system CCTV program
- Assist with updating Water and Wastewater mapping information
- Periodically performs manual labor and skilled labor, in the repair and maintenance of public works infrastructure.
- Ability to install water meters, water lines, test and inspect backflow devices, sewer lines and various water related activities.
- Works in adverse weather conditions and after normal working hours when needed which may include assisting with snow plow operations and being on call.
- Required to accurately complete associated paperwork including permits, tracking work orders, locates, and other data management.

#### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent

Five years of experience in construction trades, utility maintenance, excavation or related field, or any combination of education and experience that provides the required knowledge, skills and abilities. A minimum of three years of experience demonstrating inspection and leadership duties related to water and sewer infrastructure.

Backflow inspection and testing certifications within 6 months of hire

CWP Collection 2 and Distribution 2 licenses within 1 year of hire

CDL Class A within 1 year of hire

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstration of leadership abilities and capable of being a self-starter
- Ability to multi-task and establish priorities
- Working knowledge of all Public Works policies and directives.
- Must be able to interact positively with public and contractors.

- Has capability to read and discuss engineering drawings
- Has capability to help coordinate infrastructure construction projects
- Working knowledge of common hazards and safety precautions necessary for public works operation.
- Possess valid Colorado's drivers license
- Possess Colorado Operators Licenses for Water Distribution and Wastewater Collection relevant to City of Salida's system designation.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the general public.
- Has technical ability to utilize assessment management software and ESRI GIS.

### **ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration.

The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

### **PAY/SALARY RANGE:**

\$65,946 to \$98,919 Annually. Hiring range up to \$72,405 Annually.

### **GENERAL DESCRIPTION OF BENEFITS:**

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.